



## CIVIL ENGINEER III

Job Code: 3007

EEO Class Code: Professional

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o016

### NATURE OF WORK

Highly responsible administrative, supervisory and professional engineering work in the planning, design, construction, maintenance, and operation of a variety of Public Works functions.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Supervises personnel in the design and preparation of construction plans, specifications, cost estimates, and contract documents for highways and bridge projects, street lighting projects, municipal parking projects, water supply projects, corrosion engineering and controls, sanitary and storm sewer projects, traffic control, and other public works
- Instructs, trains, and supervises personnel in all aspects of public works engineering
- Reviews plans prepared by the State Road Department and the County Public Works Department for highways and other works within the City and coordinates city work with these agencies
- Supervises issuance of permits for all construction within public right-of-way and public property
- Supervises review of grading and paving plans for commercial parking lots and drives
- Supervises compilation of underground utilities records
- Supervises field engineers and public works inspectors in public works construction projects including: inspections, roads, bridges, water supply and sewerage facilities, and drainage works
- Reviews, evaluates and reports on City construction, engineering, or utility service operations
- Recommends technical standards for inclusion in specifications for public works construction
- Periodically reviews revisions of the official water control plan of the county and the official flood criteria maps
- Reviews reports on and plans prepared by the U.S. Army Corps of Engineers for flood control and coastal engineering projects affecting the city
- Performs related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principles and practices of engineering, surveying, design, construction, maintenance, and operation of major public works projects and facilities such as: highways, bridges, water and sewer works, flood control, drainage works, traffic, and coastal protection facilities
- Thorough knowledge of the principles and practices of engineering surveys; considerable knowledge of laws and regulations applicable to design and construction of public works projects
- Knowledge of the principles and procedures of modern office administration
- Ability to plan, schedule, and supervise the work of other professional engineering, technical, and other assistants
- Ability to instruct, train, and supervise personnel in all aspects of public works engineering
- Ability to perform difficult engineering computations and to make recommendations on complex engineering problems
- Ability to express ideas clearly and concisely, orally and in writing
- Ability to establish and maintain effective working relations with employees and the public
- Skill in the use of civil engineering instruments and equipment

## MINIMUM REQUIREMENTS

- Registered as a Professional Engineer by the State of Florida
- Graduation from an accredited college or university with major coursework in engineering
- Experience can substitute for education on a year-for-year basis
- Thorough knowledge of the principles and practices of engineering, surveying, design, construction, maintenance, and operation of major Public Works projects and facilities such as: highways, bridges, water and sewer works, flood control, drainage works, traffic, and coastal protection facilities
- Thorough knowledge of the principles and practices of engineering surveys
- Considerable knowledge of laws and regulations applicable to design and construction of Public Works projects
- Ability to instruct, train, and supervise personnel in all aspects of Public Works engineering

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling

## SUPERVISION RECEIVED

- General and specific assignments are received
- Work is performed with wide latitude for the use of independent judgment in the selection of work methods and procedures and is subject to review for achieving departmental objectives and standards

## SUPERVISION EXERCISED

- Plans, assigns, and directs the work of technical, professional, and other personnel of the Design Section
- Generally assists the division supervisor in management of the division